DESIGNEE MEETING AGENDA: FEES PORTION

Outcomes

1. The call out process from the Tuition Assessment Section of the Registrar’s Office:
   - 3 times a year I call out for non-standard fees to the designees. Attached to that e-mail is the nonstandard class/course spreadsheet.
     - March Summer term
     - July Fall term
     - November Spring term
   - All classes that appear on the nonstandard fees spreadsheet, that fall under the designee's responsibility to decide, will be setup in ISIS to charge fees.
   - If a class appears to need Vice Chancellor’s of Administration approval and needs a new item type, the Bursar’s Office will require the designee to get V.C. approval before it is setup in the ISIS system.
   - If a course has been changed to be radically different than what was formally approved, it is up to the designee whether it needs additional V.C. approval.

2. The need for Vice Chancellor Approval of a course or program is determined by the Designee. The Bursar’s Office will not create a new item type unless it has V.C. Approval and they have a copy of the signed approval form. The end of term report given to the V.C. will be the audit used to question what the Designee has approved.
   - As a clarification; for distance education courses where the tuition goes to GPR and the distance education fee goes to the department, no V.C. Approval is needed.

3. Communication with Designees; new and old.
   (This is still being discussed and I will inform you when a decision is made on hosting this site by the Registrar’s Office)
   - New Designees will be informed of their responsibilities and requirements as outlined by the Nonstandard Fee Policy’s by the Registrar’s Office. The Registrar’s Office will host a web page that contains links to the Designee Guidelines, NS Fee Policy, Decision Tree, and a listing of Designee Contact Information. The link will be given to the designees, in hope they will advertise and have it posted on appropriate web sites as needed.
4. Forms and other documents:

- Does the nonstandard course spreadsheet need revision? I added coordinator to the spreadsheet and funding code is the first three digits of the Debit and Credit GL columns.
- Does the V.C. report on nonstandard fees meet the needs of the V.C. and BP&A? Answer seems to be yes.
- Does the nonstandard fee course approval form meet V.C., Bursar, Registrar, and Designee needs? Issues of qualified and non-qualified fees? The Approval Form will be updated to make it clearer that this is the funding portion of approval and not the curricular approval part. The form will also be updated to include qualified and non-qualified tax reporting information guidelines.

5. Qualified and Nonqualified Charges and 1098T Reporting – Bursar’s Office.

- IRS regulations require the University to report tuition and other mandatory fees on 1098T forms to the student and to the IRS. Amounts reported may not include housing, food or personal expense type items – even if they are mandatory expenses. We need to explore set up options for separating reportable and non-reportable charges so that we can meet IRS reporting requirements.

Cathie will work on trying to supply a guide, which we will place on the Registrar web page that outlines what charges are qualified and non-qualified. Those items that fall in the gray area will have to be looked into every year by the Bursar Office for a ruling. In the future we will build this ability to charge non-qualified fees into ISIS, but until then all non-qualified fees must be charged and collected by the dept., not the professor.

6. Other issues: We didn’t have time to discuss these select issues, but please contact me if any arise and you need advice. Most of these can be solved if it’s clear from the start what the intention of the nonstandard fee course is.

- Flat fee ranges and class fees setup to charge all as residents, the separate sections issue.
- Graduate students taking classes designed for specials and expecting degree credit for them, separate sections?
- Guest senior auditors, if they are in the course they will get it for nothing, but at this point they may have to self ID. Working on a query to ID and placing criteria on the class fee to waive all charges. Really the professors call if they let them in the class or not per the legislation.
- We charge fees, we don’t waive fees in class fees setup. That is how this software system works, probably indicating the need for enrollment controls on classes. It all depends on what the intention of the nonstandard fee class is.